



Bonner County Fair Board

Meeting Minutes

Monday, September 9, 2024 @ 5:30 p.m.

Bonner County Fairgrounds

4203 N Boyer Road, Sandpoint

1. **Meeting called to order** By Chairman Tim Mahan at 5:30 PM
 - a. Member Present: Chairman Tim Mahan, Vice Chair Jody Russell, Quentin Ducken, Ben Wood, Laya Bleckwenn
 - b. Members Absent: Gail Curless, Tawnya Johnson
 - c. Staff: Mark Knapp, Taylor Hill, Chris Larson
 - d. Treasurer: Samantha Schmidt
2. **Public Comment:** *time limit of 3 minutes - None at This time
3. **Action Item: Discussion/Decision Regarding Approval of Fair Board Minutes**
 - a. Meeting July 8, 2024 - Quentin made a motion to accept the minutes with changes. Laya Seconded the motion. The motion passed.
 - b. Special/Executive Meeting July 15, 2024 - Laya made a motion to accept the minutes with changes. Quentin Seconded the motion. The motion passed.
 - c. Special/Executive Meeting July 29, 2024 - Ben made a motion to accept the minutes with changes. Laya Seconded the motion. The motion passed.
 - d. Meeting August 5, 2024 - Laya made a motion to accept the minutes with changes. Ben Seconded the motion. The motion passed.
4. **Financial Report: Treasurer Samantha Schmidt**
 - a. Checking/Savings balances
 - b. Profit/Loss for July - Was received and reviewed.
 - c. Profit/Loss for August - Was received and reviewed.
 - d. Current Financial update - All Bank Statements w/ reconciliations for July and August we received and reviewed by the board. All board members were given rights to the google drive which contains all statements, receipts of all transactions and all reconciliations.
 - e. Bank Statements reconciliation for July
 - f. Action Item: Discussion/Decision Approval of All Financial Report from Treasurer - Laya made a motion to approve the financial report for July. Quentin seconded the motion. The motion passed. Ben made a motion to approve the financial report for August. Quentin seconded the motion. The motion passed.
5. **Approval of Bills**
 - a. Action Item: Discussion/Decision Regarding Fairground/Rodeo Bills - Laya made a motion to pay the bills on the provided sheet along with \$15.49 for phones. Ben seconded the motion. The motion passed.
 - b. Action Item: Discussion/Decision Fairground and/or Rodeo-related reimbursements

- i. Masonic Lodge - Laya made a motion to table until after the Executive Meeting. Ben seconded the motion. The motion passed.
- ii. Carol/Jackie Furgeson - Laya made a motion to approve the reimbursement of \$124. Quentin seconded the motion. The motion passed.
- iii. Denny Hanson - Wife fell ill and couldn't come asking for the vendor fee to be reimbursed. Laya made a motion to reimburse \$170 to Denny. Quentin seconded the motion. The motion passed.
- iv. Other - None

6. Agency Updates

- a. 4H Update - Gena Gibson - See handout
- b. Rodeo Update - Frank Ringer Gave a quick update
 - i. Action Item Discussion/Decision Rodeo (If needed by Rodeo) - None
- c. Facility Update - Chris
 - i. Cleaning from the fair is still going on.
 - ii. The Holly Barn has been transformed to wrestling.
 - iii. Aqua plumbing came out to fix the toilet in the mens bathroom. During the fair there were complaints about the bathroom, but several times when the issue was being looked at by a fairboard member or employee, they could not find the problem.
 - iv. Kubota will get serviced for its 500 hours. Which is a full service from Boundary Tractor. Quentin made a motion to allow Chris to have the Kubota serviced. Laya seconded the motion. The motion passed.
 - v. The county paid to have the water truck fixed for this summer, but it needs a lot more work and we should begin to look for something to replace our current water truck.
 - vi. Action Item: Discussion/Decision Grounds related needs /purchases
 - 1. Ben made a motion to purchase four tires for the fuel truck from Taylor & Sons. Laya seconded the motion.
- d. Office Update - Mark
 - i. Going through reconciliations of all the entries to get the premiums sent out to people
 - ii. The Christmas craft fair is getting close and they are planning for that event.
 - iii. Working with the PA's office on all new fees and contracts.
 - iv. Waiting on Winter camping applications to be received to approve at the next meeting.
 - v. Action Item: Discussion/Decision Office related needs/purchases - None
- e. Fair recap-
 - i. The staff did a good job with just stepping in where needed and helping.
 - ii. Getting lots of feedback from the public on the fair this year
 - iii. Ranch sorting was a great event and handled smoothly

- iv. Need a lot more advertisement for all events and the fair in general for 2025
- v. EMS is not going to use the EMS building anymore. They may be out front of it, but won't use the actual building.

7. Correspondence

- a. B.P.O.E. - Wants Fairboard to sponsor this event.
- b. Darlene West to address the board - Here to address the board about the Christmas Craft Fair. Has some concerns about the vendor applications for 2024. She feels returning vendors should get to choose their booth sites and not have to do the online sign up.

8. New Business

- a. Action Item: Discussion/Decision: Fair 2025 - August 12th & 16th for 2025
- b. Action Item: Discussion/Decision: 2025 Fair Theme - put on FB to get ideas for the theme
- c. Action Item: Discussion/Decision: Sponsorships for 2025 - the wrist bands did not work this year and we need to revamp this. Sponsors need clear expectations of what they will receive at all sponsorship levels. There should be a workshop prior to the event to work out details of the sponsorship dinner.
- d. Action Item: Discussion/Decision: 2025 nightly events
 - i. Extreme Broncs was a success and we should continue working toward this event again w/added features.
 - ii. Ranch Sorting was a success and will continue
 - iii. The concert and Friday night will be looked at after the MALC lets us know what they found out after the Market Sale and the survey they put out about moving the sale to Friday.
 - iv. Possibly look at putting rodeo and Fair all in the same week.
- e. Action Item: Discussion/Decision: October and November monthly meeting dates
 - i. Ben made a motion to meet Tuesday October 15 for our October meeting and Tuesday November 12th for our November meeting. Quentin seconded the motion. The motion passed.
- f. Action Item: Discussion/Decision: Approval of contracts
 - i. Winter Storage with Sandpoint Marine which would include a move in date of Sept 13th, and move out by April 30th. They will pay for this year's rent by May 1st for \$25,000, Ben made a motion to approve the contract. Quentin seconded the motion. The motion passed.
 - ii. Renewing the contract with legacy wrestling for the Holly Barn. They will move in Sept 1st and move out by May 31st. This contract is good through May of 2027. Quentin made a motion to approve the contract. Laya seconded the motion. The motion passed.
- g. Action Item: Discussion/Decision: Fairbook - Taylor wants to start working on the fairbook. She would like to begin cutting the amount of information by $\frac{1}{3}$. Doris Walker has offered to help Taylor this year. She also talked about putting together an offer to get it set up correctly this year as a separate contractor.

- h. Action Item: Discussion /Decision: Saffire Contract - Quentin made a motion to allow Mark to take care of the Saffire Contract to reformat our website. Laya seconded the motion. The motion passed.
- i. Action Item: Discussion /Decision: ShoWorks - Mark is going to look into ShoWorks for the cost of \$4000 to help mainstream all exhibits and check out.
- j. Action Item: Discussion/Decision: Future deposits for Fair Camping and Stall Requests - Non-Refundable. Ben made a motion to put a 30 day cancelation non-refundable policy on all camping and stall requests. Jody seconded the motion. The motion passed with Laya voting no.
- k. Action Item: Discussion /Decision: Employee Clothing Reimbursement - Laya made a motion to reimburse Cole \$123.35 for outdoor wear. Ben seconded the motion. The motion passed - Quentin abstained from voting.
- l. Action Item: Discussion/Decision: Christmas Craft Fair Rules & Vendor Selection processes.
 - i. All applicants will try to be accommodated based on applicants that were there last year. The applications will be put online ASAP and returning crafters will be allowed for first options. They will put dates online.
- m. Action Item: Discussion/Decision: 2025 Fair Vet Check in/ Biosecurity - This needs to be handled and policy set now and not as we are close to fair. Need to look at what the state uses and how they do vet checks for their animals. Cattle with warts need to be discussed and have a clear expectation before March.
- n. Action Item: Discussion/Decision: Request to county for funds for FY2025 Mark will get this all taken care of this year as we vote to have him get this money.
- o. Action Item: Discussion/Decision: Closing of Dump Station/Water - Jody made a motion to close the dump and water station on the same date we close seasonal camping which is October 15th through April 15th. Ben seconded the motion. The motion passed.
- p. Action Item: Discussion /Decision: Grounds Needs/Requests - These were taken care of earlier in the meeting.
- q. Action Item: Discussion /Decision: Office Needs / Requests - Taken care of earlier in the meeting.

9. Old Business

- a. Action Item: Discussion /Decision
 - i. Waiting to hear information from Spencer on wash stalls

10. Other Business for future Items - NONE

- 11. **Executive Session:** Laya made a motion to enter executive session under Idaho Code 74-206- 1-B Personnel; Idaho Code 74-206 (1) (D) Records Exempt. Ben seconded the motion. Roll Call Vote:
 - a. Quentin - Yes
 - b. Laya - Yes
 - c. Ben - Yes
 - d. Tim - Yes

- e. Jody - Yes
- 12. Laya made a motion to exit the executive session at 10 PM. Quentin seconded the motion. The motion passed - All doors were opened and those waiting were invited back into the room.
- 13. Action Item: Discussion/Decision from executive session - Laya made a motion to reimburse Masonic Lodge. Quentin seconded the motion. The motion passed

Next regular meeting, October 15, 2024 at 5:30 PM